



Acceptance and Refusal of Authorisations

Reviewed: 25/03/2021 Next Review: Term 1 2022

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 168(2)(m) Education and care service must have policies/procedures • Regulation 92(3) Medication record • Regulation 93 Administration of medication • Regulation 102 Authorisation for excursions • Regulation 160 Child enrolment records to be kept by approved provider • Regulation 161 Authorisations to be kept in enrolment record
NSW Department of Education policy, procedure or guidelines	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • The Application to enrol in a NSW Government preschool (PDF 555.29KB) • Excursions Policy PD/2004/0010/V07 – Implementation and related documents include Excursions Policy Implementation Procedures (PDF 162KB)
National Quality Standard(s)	<p>7.1 Governance: Governance supports the operation of a quality service.</p> <p>7.1.2 Management Systems: Systems are in place to manage risk and enable the effective management and operational of a quality service.</p> <p>7.1.3 Roles and Responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.</p>
Leading and operating department preschool guidelines	<p>Leading and operating department preschool guidelines (staff only) page 95, 96</p>
School policy or procedure	<p>Oak Flats Public School Enrolment Policy</p>

Introduction

Our preschool requires authorisation for actions pertaining to:

- administration of medications
- medical treatment
- collection of children from the preschool
- excursions, incursions and outings
- publishing photos and videos in publicly accessible communications, personal portfolios, displays at preschool, smartboard activities, internal school presentations, and family/preschool communication App.
- children's access to online services provided by the NSW Department of Education
- providing access to personal records and seeking information from other Early Childhood Education Services, hospitals, health professionals, NSW government departments and other
- organisations relating to health, risk assessments, and learning and special needs.
- application of sunscreen

- application of insect repellent provided by family
- rest time and self regulation activities

This procedure outlines what constitutes a correct authorisation and what does not, to ensure all families and educators are informed appropriately.

Aim

Oak Flats Public School Preschool will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*.

Implementation

The Nominated Supervisor will:

- Ensure documentation relating to authorisations contains:
 - the name of the child enrolled at the preschool;
 - date;
 - signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
- Apply these authorisations to the collection of children, administration of medication, excursion, access to records, and all other required authorisations as outlined in the introduction section of this policy.
- Keep these authorisations in the enrolment record or other appropriate location.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Procedure

- Parents' authorisations or refusal will be collected as part of the enrolment process and stored with the child's enrolment form in the main school office. Permission notes for excursions and administration of medications are kept in the preschool and sent to the office for archiving at the end of the year.
- Authorisations must be accepted or refused by the parent/carers in the *Application to enrol in a NSW Government preschool* form.
- A separate sheet will seek authorisations for the application of sunscreen, rest time, school visits, and the use of children's videos and photographs. A copy of the authorisations is kept in the preschool and the original is kept in the office.
- The teacher will compile a list of authorisations refused and is responsible for ensuring they are adhered to.
- Parents who notify educators their child needs to be administered prescribed medication will be requested to complete the relevant form authorising educators to administer the medication. In the

case of another person requesting the administration of prescribed medication (such as a family member), Educators will check the authorisation on the enrolment form to see if the parent has given authorisation for the contact to authorise the provision of medication. Parents will be contacted for verbal consent if no consent is given on the enrolment form.

- Educators will waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.
- In relation to collecting authorisation to administer medication to a child, the parent needs to fill out and sign either a Medication Record (for short term medications) or a Medication Record Long Term (for ongoing medications). This form is kept with the medication and then kept in the laundry wall on a clipboard with all the medical information for the child. Blank forms are kept in the template folder.
- At the beginning of the school year any authorisation refusals are collated from the enrolment and additional forms by the Educators and displayed in a prominent place in the kitchen in the preschool. A copy is also kept in the casual folder. Children in the whole school who have an authorisation refusal for the publication of photos and videos are collated by the school office and regularly updated as needed. The do not publish list is also displayed in the kitchen and casual folder.
- Each Preschool group's Family Contact Information and Authorisation to Collect Students bound book is located in the middle basket of the foyer table. The information is included in the Authorisation to Collect children section of the casual folder.
- Families are able to update their child's authorised collectors at any time by adding to the Family Contact Information and Authorisation to Collect Students bound book. New contacts are required to provide identification when first collecting the child. In exceptional/emergency circumstances verbal and email authorisations can be given over the phone by the parent of the child.
- A child will not be allowed to attend an excursion without parental consent.
- All parents are required to sign a permission slip to authorise the preschool educators to take children out of the premises on an excursion. These forms are kept in the preschool office.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children
- Medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool - when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen
- Publishing photos and videos in publicly accessible communications, personal portfolios, displays at preschool, smartboard activities, internal school presentations, and family/preschool communication App.
- Providing access to personal records and seeking information from other Early Childhood Education Services, hospitals, health professionals, NSW government departments and other

organisations relating to health, risk assessments, and learning and special needs.

- Rest time and self regulation activities
- Application of insect repellent provided by the family

Evaluation

- Written authorisation will be obtained for all necessary circumstances.
- All children will be safe and secure whilst at the preschool and no child will be placed in a compromised environment due to a lack of authorisation.